

PLEASE NOTE: YOU MUST NOT COMMENCE OPERATING UNTIL YOU HAVE BEEN GRANTED AN ACCREDITATION BY SAFE FOOD.

## Application details

Do you currently hold an accreditation with Safe Food? If so, what is your accreditation number? \_\_\_\_\_

An accreditation can only be issued in the name of an individual or an incorporated body (an ACN registered company).

I want to apply as an individual.                      OR                       I want to apply as a company.

Company name: \_\_\_\_\_ ACN (not ABN): \_\_\_\_\_

Are you taking over ownership of a business that is currently accredited with us?  Yes  No

Business name: \_\_\_\_\_ Accreditation number: \_\_\_\_\_

Note: Accreditations are non-transferable. A new accreditation will need to be issued in your name or your company's name.

## Applicant details

First name: \_\_\_\_\_ Middle name/s: \_\_\_\_\_ Last name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_ Position: \_\_\_\_\_

Additional contact name: \_\_\_\_\_ Additional contact number: \_\_\_\_\_

Additional contact email: \_\_\_\_\_

## Site Details – If no fixed site, provide the storage location of your vehicle or boat etc

Site trading name: \_\_\_\_\_

Site address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Site Phone number: \_\_\_\_\_ Site Mobile number: \_\_\_\_\_

Site Email: \_\_\_\_\_ Email for invoices: \_\_\_\_\_

Is all correspondence to be sent to the above address?  Yes  No *If no, please provide alternate details below.*

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Supporting documents

I have attached all required documents and evidence, as outlined on Safe Food's website, to support this application.

Failure to submit all documentation required may delay the review of your application.

## Privacy information

Safe Food is committed to protecting personal information. Information provided by the applicant will be used for the purpose of providing accreditation and monitoring services, administering, and managing administrative systems and to provide information about our services and requirements.

Information will be managed in accordance with the *Information Privacy Act 2009* and the *Right to Information Act 2009*. For public health and safety reasons and for managing food safety, Safe Food may disclose personal information to other agencies or entities. Information may also be used for statistical research or related purposes. Safe Food will assume that it has permission to do so unless advised otherwise. Information may also be required to be disclosed by law. For more information on this matter, please contact Safe Food on 1800 300 815, email [privacy@safefood.qld.gov.au](mailto:privacy@safefood.qld.gov.au) or visit [www.safefood.qld.gov.au](http://www.safefood.qld.gov.au).

**Fees: An application fee of \$181.90 is already included in the total amounts payable**

| Activity – please select what activities you plan to undertake   | Total fees payable |
|--|--------------------|
| <b>Processing (please tick all that apply)</b><br><input type="checkbox"/> Dairy Scheme <input type="checkbox"/> Egg Scheme <input type="checkbox"/> Meat Scheme <input type="checkbox"/> Seafood Scheme <input type="checkbox"/> Horticulture Scheme (seed sprout)  | \$2,003.67         |
| <b>Processing carried out in a meat retail premises</b><br><input type="checkbox"/> Meat Scheme  | \$764.58           |
| <b>Producing (please tick all that apply)</b><br><input type="checkbox"/> Dairy Scheme <input type="checkbox"/> Egg Scheme <input type="checkbox"/> Meat Scheme (poultry meat) <input type="checkbox"/> Seafood Scheme<br><input type="checkbox"/> PSA <input type="checkbox"/> PSA <input type="checkbox"/> School <input type="checkbox"/> School <input type="checkbox"/> School<br><i>Seafood Scheme (Please indicate your activity)</i><br>aquaculture _____<br>commercial fishing boat _____<br>oyster grower/picker _____ (boat mark)<br>live holding _____ | \$637.12           |
| <b>Temperature controlled storage</b><br>Meat Scheme (please indicate your activity) <input type="checkbox"/> Seafood Scheme (cold storage)<br>cold storage _____<br>field depot (fixed or mobile) _____   | \$509.55           |
| <b>Transporting</b><br><input type="checkbox"/> Meat Scheme <i>Vehicle registration: _____</i>   | \$509.55           |
| <b>Wild animal harvesting</b><br>Meat Scheme <i>Vehicle registration: _____</i><br><input type="checkbox"/> Seafood Scheme <i>Boat mark: _____</i>   | \$509.55           |

Please note: GST does not apply to application or accreditation fees. Not all categories of accreditation are applicable to all food safety schemes.

**Declaration**

I, being the applicant (individual or authorised company representative):

- wish to apply for an accreditation under the *Food Production (Safety) Act 2000* and declare that the information stated in this application form is true and correct.
- understand an accreditation is valid until 31 December each calendar year and that I must renew my accreditation for and pay the prescribed fee before 1 January. Failure to do so may require me to apply for a new accreditation.
- understand that accreditation fees are not calculated on a pro-rata basis and that refunds are not available following the surrender or cancellation of an accreditation.
- I understand Safe Food is required to verify my compliance with the relevant food safety scheme requirements during each accreditation period (calendar year). The time taken to assess compliance and enter a report is charged on a fee for service basis. You will receive an invoice for this separately.

Signature of Applicant \_\_\_\_\_ Date:      /      /

Print Full Name \_\_\_\_\_

*Electronic signature capabilities are available for this document using Adobe Acrobat Reader. If you do not have this, please print and sign.*

**Payment details**

Once we have received your completed application, we will email you an Application Notice. This will contain the amount payable and available payment methods. Payment is due within 7 days, or your application may be refused.

**Send your completed application to:**  
E: [applications@safefood.qld.gov.au](mailto:applications@safefood.qld.gov.au)  
P: PO Box 221, Greenslopes 4120

**Contact us**  
T: 1800 300 815 (freecall Qld only)  
W: [www.safefood.qld.gov.au](http://www.safefood.qld.gov.au)